



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Committee on Military and Veterans Affairs

Classification: Secretary

Posted: January 29, 2024

The Assembly Committee on Military and Veterans Affairs is seeking a Committee Secretary. The committee secretary's responsibilities include preparing and executing hearings, coordinating with other legislative officers, tracking legislation, and ensuring the committee's adherence to procedural rules and requirements. The position also requires routine administrative responsibilities, including organization of the office, recordkeeping, correspondence and fielding requests and inquiries from the public. The ideal candidate has some knowledge of the legislative process, is a strong writer and communicator, pays attention to detail, is highly conscientious, and is capable of reliably meeting deadlines while managing multiple responsibilities simultaneously. Depending on experience and qualifications, an applicant may be considered for either a Committee Secretary I or Committee Secretary II position. The salary range for Committee Secretary I is \$3,631 to \$6,621 monthly. The salary range for Committee Secretary II is \$4,085 to \$7,295 monthly. Final salary will be commensurate with experience. This is an onsite position.

Contact: To apply, please email a cover letter, resume, and a list of three references to Christian Burkin at christian.burkin@asm.ca.gov